CA2ALZ 3
68C54
C. 2

Vault
19/20

CA2 ALZ 3 1968C54
Co-Ordinated Library Services.
2
3 3398 00307 6774

CO-ORDINATED LIBRARY SERVICES

Digitized by the Internet Archive
in 2019 with funding from
Legislative Assembly of Alberta - Alberta Legislature Library

CO-ORDINATED LIBRARY SERVICES

LEGISLATURE LIBRARY
DEC 1 1980
EDMONTON

Part 1

With the information explosion of the last two decades it has become increasingly apparent that there is a need for quick access to information through library materials to aid researchers, be they civil servants or individuals in the private business sector of the economy. Not only has there been a tremendous demand for the latest information on a given subject, but there has also been a demand that it be obtained with a minimum delay and kept so that it may be obtained quickly. This situation has been underlined by the increasing volume of material coming off the presses, be it books, newspapers, pamphlets, journals and so on. It is true that much of this material is ephemeral and will likely be forgotten in a short time - nevertheless while it is needed it must be available.

I The Problem As Applied To The Government of Alberta

There has, for some time, been an awareness of considerable library material* located in the different departments throughout the Government. It is further apparent that this material is, for the most part, being kept in scattered locations and has, up to the present, been very much a part of the material belonging to a given office. In many instances the same material may be found in two or more different departments, thus there is unnecessary duplication, although it is acknowledged that there are instances whereby material which is in constant use may have to be duplicated. On the other hand it is felt that if this material were to be catalogued according to recognized library procedures it would become available to the entire civil service and much costly duplication would be avoided, since much of this material is expensive.

To this end a committee was formed to investigate the distribution of library materials in Government Departments and to gather data from which a pattern might emerge from which recommendations could be made with the ultimate aim of making this material readily accessible. The duplication of material in different departments was taken into account and that if this were to serve more than one department there would be a reduction of duplication with a consequent saving in expense. The committee had also considered centralized ordering - that is all materials would be ordered through one channel, the Legislative Library, with its advantage of the library discount. Consideration was also given to the setting up and maintaining of a Union Catalogue in the Legislative Library whereby the holdings of all departments would be listed; in this way the Legislative Library would be acting as a clearing house for departmental inquiries. No attempt will be made to move any materials from the departments except to a central location within the department to insure accessibility for all.

II The Questionnaire

In order to collect the required information, a questionnaire was sent out to all departments. The questions it asked concerned: (a) the number of books, pamphlets and periodicals held by each department and its

---

*For the purpose of this study the term "library materials" means books, periodicals, newspapers, pamphlets, government documents, microfilms.

branches, (b) whether or not they were centrally located, and (c) how much money was currently expended on library materials. A covering memorandum outlined the purpose of the questionnaire.

The results were interesting. On the whole the comments revealed a desire among departments for a centralizing of all collections as far as possible. There was, in some quarters, the attitude of some individuals that they must have the books beside them at all times for ready reference. This attitude is short sighted for not only does it deny other people access to information which they could use, but an individual having the same material by him year after year does not "grow" in his work and becomes less receptive to new ideas and influences. The departments were, as a whole, enthusiastic for readily accessible departmental collections, since a departmental library with its greater variety of resources would give better service and aid in a wider outlook. Another view was that each department should have someone in charge of a collection full time to provide greater efficiency.

It should, however, be pointed out that some departments are scattered - that is they are not under one roof. Their offices are scattered not only in different buildings, but often in other localities throughout the province. Public Works for example, has offices in Calgary as well as Edmonton. Agriculture has branches scattered throughout Edmonton - for example the Crop Clinic, Veterinary Laboratory and there are District Agriculturists scattered throughout the Province. In these instances it will be necessary to have some collections kept on hand in the branch concerned and properly catalogued; there will also have to be a constant flow of material to these offices in order to keep them abreast of new developments.

III Costs

Annex I shows the costs, by departments, as well as the number of holdings in the departments. Generally costs are borne by the departments rather than by the branches and it is anticipated, as the services increase, that there might be a small increase in costs, but this will be partly be offset by reduction in duplication and by library discounts when purchasing books; more will be said of this later.

IV Departments

The following are brief summaries of the departments as conditions exist at present:

Agriculture - This is a department which has been widely dispersed. In addition to its offices in the Agriculture Building it has offices in the 100th avenue building (Economics) and the Provincial Laboratory near the University Farm. A centralized library in that department will be ideal, but there must also be local collections in those branches not housed in the Agriculture Building. This is particularly true as has already been pointed out in the Provincial Laboratory and Crop Clinic, as these two will be housed in the new building presently under construction. Services would have to be provided, with District Agriculturists and others working in the field, but this should not be difficult. The Schools of Agriculture have been purposely omitted at the request of the Director, Mr. J. E. Hawker, as they cater solely to students.

interviews (1) whether or not they were specifically [illegible], and (2) how much use the departments made of library materials. A summary of [illegible] is attached as [illegible] the questionnaire.

The results were interesting. On the whole the comments revealed a need for strong arguments for a centralizing of all collections as far as possible. There are, in some quarters, the problems of some individuals who [illegible] take the books [illegible] at all times for ready reference. This [illegible] [illegible] [illegible] from which they would come, but an individual having the same material by his [illegible] does not "need" in his work and [illegible] [illegible]. The departments were, as a whole, enthusiastic for [illegible] departmental collections, since a departmental library with the greatest variety of resources would give better service and aid in a wider [illegible]. Another view was that each department should have someone in charge of a collection full time to provide greater efficiency.

It should, however, be pointed out that some departments are scattered - that is they are not under one roof. Their offices are scattered not only in different buildings, but often in other localities throughout the province. Public Works for example, has offices in Calgary as well as Edmonton. Agriculture has branches scattered throughout Edmonton - for example the Crop Clinic, [illegible] [illegible] Laboratory and there are District Agriculturists scattered throughout the Province. In these instances it will be necessary to have small collections kept on hand in the branch concerned and properly catalogued. There will also have to be a constant flow of material to these offices in order to keep them abreast of new developments.

Statistics

Annex I shows the totals, by departments, as well as the number of branches in the departments. Generally there are [illegible] in the departments rather than by the branches and it is anticipated, as the [illegible] increase, that there might be a small increase in money, but this will be partly offset by reduction in duplication and by library placement when purchasing books, more will be said of this later.

The Departments

The following are brief summaries of the departments as conditions exist at present:

Agriculture - This is a department which has been widely dispersed. In addition to its offices in the Agriculture building, it has offices in the [illegible] Building ([illegible]) and the Provincial Laboratory near the University Farm. A central library in that department will be ideal, but there must also be small collections in those branches not housed in the Agriculture building. This is particularly true as has already been pointed out in the Provincial Laboratory and Crop Clinic, as these two will be housed in the new building presently under construction. Services would have to be provided, also, for the Agriculturists and others working in the field, and this should not be difficult. The Schools of Agriculture have been properly omitted at the request of the Secretary, Dr. D. E. [illegible], as they [illegible] [illegible] of [illegible].

Attorney General - The Attorney General's Department has a law library located within the department. This is a specialized collection and is used exclusively by the Solicitors of the department and is open to other departmental Solicitors. While it is likely to remain restricted owing to its highly specialized nature, its resources should not be unknown. The Court House libraries throughout the Province do not form a part of this survey as they are used entirely by members of the legal profession.

Department of Education - The Department of Education has a professional library for its staff housed in the Administration Building. Small collections exist at the School Book Branch and Correspondence School Branch; these three libraries are for staff use only. The two Institutes of Technology (NAIT and SAIT) have been omitted from this survey as they cater solely to their students.

Department of Highways - This department is mainly located within the Highways Building itself and this conveniently centralizes the powers of administration. A considerable amount of library material is received in the form of books and periodicals; in addition the department also receives and keeps up to date large numbers of specifications dealing with strength and materials, equipment, etc. These are of inestimable value to this department. They are kept together and apart from a possible move to a central location within this department and they must remain so. This, however, does not mean that they should not be available to individuals from other departments to consult, but they should not be loaned if at all possible. As with Agriculture there are many field representatives of Highways scattered throughout the Province such as, for example, District Engineers, and these men must be served.

Industry & Tourism - Some 2,000 books and 1,500 periodicals are located throughout this department and will have to be formed into a centralized facility within the department. The Film and Photographic Branch with its collections of films, slides, and pictures is also part of this department.

Labour - Although library materials in Labour, like those of other departments, tend to be scattered there is evidence of steps to organization. Branch libraries have been established in some locations and there is a favorable trend to centralization.

Lands and Forests - Library facilities here are currently under development and it is anticipated that this collection which is now being centralized will be a valuable asset to the Government as a whole. Lands and Forests also has visual material which forms part of its collections; more will be said about films in general at a later point. The same comment concerning field personnel as was mentioned in connection with the Departments of Agriculture and Highways also applies to this department - simply that field personnel must be served as well as office personnel.

Mines and Minerals - The collections of this department are located in scattered offices and in these there are reference works of immediate importance to the problems at hand such as Statutes, Regulations, Royalty Tables, oil publications. It is interesting to observe that two branches in this department subscribe to the periodical Oilweek. As with Highways specifications form a considerable part of the collection.

Municipal Affairs - This department has a small collection, but has

in its planning office some 200 books and 75 periodicals and in this they have been using the City of New York Municipal Reference Library classification.

Provincial Secretary - There is considerable material in this department, but much of it is in the Cultural Development Branch. There is a research collection in the Museum that only the staff use; the Archives are not included since they do not hold material for circulation but for use on the premises only. Existing collections in this department could easily be catalogued.

Health - At present the Department of Health has scattered collections located throughout its offices. An effort is currently underway to form a small centralized collection. A departmental central library will be a valuable asset here as medicine is one field in which a tremendous volume of published material appears and with which it is not easy to keep abreast. Nonetheless it is essential for medical personnel to do so.

Public Welfare - Welfare has library collections located in its central offices and its two regional offices.

Public Works - This is a large department with many branches, some of which are fairly scattered. The total expenditure on library materials totaled some $3,150. Comments varied widely - one individual felt the central library was not needed that it would be better to have the books readily at hand. This was a minority opinion although emphatically stated. The majority were solidly in favor of a centralized collection within the department.

Youth - This department has a collection of some 1,300 books centrally located and already catalogued.

V Summary

In summary we have noted that department collections tend to be scattered with one or two exceptions and should be centralized within this department as far as possible. They would be catalogued according to a standard form of classification and copies of the master cards would be kept in the Union Catalogue of the Legislative Library showing what department held what material, so that when a department phoned the Legislative Library to enquire if a certain publication was available they could be informed where it was. A more detailed catalogue would be used within the department itself. To catalogue this material it is anticipated that an extra staff member would be brought in and they would move from department to department and catalogue these collections and at the same time centralized Union Catalogue would be set up.

VI Recommendations

1. It is recommended that a professionally trained librarian, preferably a cataloguer, be hired to catalogue and centralize departmental collections.

2. That the departmental collections be centralized as far as possible within the department, and that the catalogue for these collections be set up with the department.

3. The Union Catalogue be set up in the Legislative Library.

4. Each department maintain a central catalogue indicating its holdings.

Part II

Centralized Ordering of Library Materials

At present departments requiring library materials have to order these individually as needed. This may be done directly from the publisher, (if known) through the Queen's Printer or the Purchasing Agency. This procedure involves much unnecessary clerical work as well as considerable loss of time. Furthermore departments often experience delays as a result of not knowing precisely where to order the particular publication. In some instances telephone calls have been received at the Legislative Library from departments wanting to know the address of a publisher or where a certain book is published.

From the foregoing, it is readily apparent that if books and periodicals could be ordered through a centralized channel, a considerable amount of clerical work would be eliminated, much time would be saved and a large amount of unnecessary duplication would be avoided; from this last would arise a considerable saving of money. If library materials were to be ordered through the Legislative Library the disadvantages noted above would be eliminated. The library has access to book jobbers and to order catalogues and other reference materials used in this work. At present the Library obtains books and periodicals at a library discount. This varies from 0 to 34% depending on the publisher concerned. The Library also obtains these materials through a jobber of cen-agent and so eliminates a multitude of individual orders and it might be noted has only one account to pay.

A proposed procedure is briefly outlined as follows:

1. Department forwards lists of books or other library materials to Legislative Library.

2. The list is checked out at the Library (to make sure of no duplications, etc.) and the order is placed directly with the jobber. Items costing more than $35.00 would be ordered through the Purchasing Agency with the notation "Obtainable from....", thus eliminating tendering.

3. Jobber on receiving order forwards material to Library, reporting on any delays with reason thereto. Invoices also forwarded.

4. Books are checked against invoices, catalogued (if desired) and sent to the department. Copies of catalogue cards would be kept in Union Catalogue. Library of Congress printed cards ordered if desired, will be paid by the library.

Funds for books purchased on appropriation other than that of the Library could be made available by stock advance from each department. This is considered to be a more flexible way than the outright transfer of funds between departments.

In summary it may be said that centralizing the order has everything in its favour, since clerical work is cut to a minimum and with the discount there would be a considerable saving. Centralized ordering along with the Union Catalogue would guard against much unnecessary duplication. It might also be pointed out that as this service grows to a considerable extent, it might be necessary to employ one or more staff members to handle centralized ordering alone as this is frequently done in large libraries.

Part III

General Remarks Regarding Inter-library Loans and the Future

Inter-library Loans

This service is already in operation. If a borrower wishes a particular publication not available in the Legislative Library or another department, efforts are made to borrow it from another library. The Edmonton area is tried first. If this is not successful then special inter-library loan forms are forwarded to the library most likely to have the item, or, if there is uncertainty, to the National Library at Ottawa. This library has a large Union Catalogue showing the books of all major libraries in Canada (including the Alberta Legislative Library). The National Library then forwards the request to the library holding the item desired and this library in turn forwards it to us for a loan of two weeks or longer. Occasionally the lending library will specify that the item concerned is valuable and must be used only in the Legislative Library and with this we have to agree although this procedure is very rare.

Inter-library Loan service is at present carried on by mail and in the future is certain to grow as more individuals seek information. Not only will the volume increase, but items will be wanted quickly and it will then be necessary to install Telex or TWX which will give the Legislative Library communication with all major libraries in Canada. An answer would be obtained be obtained in 24 hours and the item requested would arrive within two or three days. A minimum of delay would result in inquiries to the National Library as they would simply inform us of whom to inquire further. This step would be one of the first major ones in updating services in the future.

It is anticipated that the co-ordinated library services will become a tight knit operation giving service quickly to those requesting it. With centralized ordering it may be necessary that one librarian be in charge of that alone as has already been intimated, as well as another in charge of catalogue departmental collections and a proposed Union Catalogue. We have already referred to the use of Telex as an aid to inter-library loans and possible to ordering. It will be necessary of course to have more staff as service expands, but this does not alter the fact that the service is to be economical and tightly knit and not cumbersome. The Legislative Library will be the heart of the service with its Union Catalogue and its acting as a clearing house.

A word should be said about microfilms and reproductions. At present there is a microfilm reader in the library but it may be necessary in the near future to have a reader-printer to make copies from microfilm items. Although the library has, at present, access to a Xerox machine it may be necessary to

have one of these as well, as the service expands or demand increases.

As far as films and photographic materials are concerned, these are held in two main collections throughout the Government one being that of the Department of Lands and Forests and that of the Industry and Tourism Film and Photographic branch. While these two collections may not come directly under the co-ordinated library systems their resources should be made known to all so that they can be called upon if need be.

The use of computers in libraries is one subject about which information has appeared. These are used in information retrieval, ordering, and - in very large systems - circulation. With the co-ordination of facilities it may be necessary in the more distant future to use computer equipment in information retrieval, reference, bibliographic information and possibly ordering. This, if it comes about, will be carried out in consultation with the systems analysts of the Data Centre. No attempt is made here to suggest any particular type of machine; computer science moves so rapidly that what is the latest idea now will be obsolete in two years. The idea of using computer equipment may be some time in the future, but thought should be given to it, for if it is used properly it can be of great benefit.

LIBRARIAN II - III

Male - Female

Salary ......-......

The Government of Alberta invites applications for a Librarian________ to catalogue and co-ordinate library materials located throughout the variouse government departments.

The Job The successful candidate will be expected to (a) evaluate, (b) catalogue and (c) classify all library materials at present situated in the different government departments. In carrying this out he/she will, in consultation with departmental officials, centralize library materials in one location within each department and establish a common catalogue system for each. He/she will aid in establishing a union catalogue to be located in the Legislative Library in co-operation with the staff of the Legislative Library. On completion of this phase of the programme he/she will be responsible for cataloguing new library materials for the departments as it arrives and will continue to assist departments with their library programmes.

The Person The successful applicant will have professional library qualifications (B.A., B.L.S. minimum) coupled with experience in cataloguing. He/she will be working with departmental officials and will actively seek their co-operation. Must be a self-starter, have an easy manner with others and be tactful and courteous. This is a challenging position for a cataloguer seeking a new field.

Applications should be submitted to Personnel Administration Office, Room D 203, Terrace Building, Edmonton, Alberta.

TABLE I: COST SUMMARY OF LIBRARY SERVICES BY DEPARTMENT

DEPARTMENT	TOTAL NO. BOOKS	TOTAL NO. PERIODICALS	TOTAL COST BOOKS	TOTAL COST PERIODICALS	OTHER COSTS*	TOTAL ESTIMATED LIBRARY EXPENSES
			$	$	$	$
AGRICULTURE	2,300	550	2,246	1,371	-	4,617
EDUCATION	5,395	20	1,376	200	-	1,396
EXECUTIVE C. (P.A.O. only)	200	35	350	50	-	400
HIGHWAYS	1,913	1,206	534	9,600	-	10,134
IND. & TOUR.	2,020	1,520	50	200	750	1,000
LABOUR	1,074	822	1,908	413	-	2,321
LANDS & F.	1,600	2,000	1,000	4,500	-	1,500
[illegible]ES & MIN.	2,182	4,126	278	1,183	10	1,471
MUN. AFF.	2,200	81	4,000	285	6,000	10,285
PROV. SEC.	8,300	1,405	8,300	900	-	9,200
HEALTH	10,515	247	10,122	3,417	-	13,580
WELFARE	932	832	711	75	10	796
PUBLIC WORKS	982	203	1,550	1,200	400	3,150
YOUTH	1,300	12	1,093	55	1,200	2,348
TOTALS	40,913	13,059	33,518	19,449	8,370	62,198

*Other expenses include such items as library supplies, clerical help, etc.

NOTE: Totals do not include acquisitions of library materials for schools operated by the Province. i.e.: NAIT, SAIT, Agricultural Colleges and the Department of the Attorney General law library.

PROVINCE OF ALBERTA

MEMORANDUM

FROM: W. H. MacDonald,
Clerk of the Legislative Assembly

Date: March 25th, 1968.

TO: All Deputy Ministers

RE: CO-ORDINATED LIBRARY FACILITIES

Unquestionably a government service must heed advancement in science and technology if it is to maintain its value to society. It is only natural, then, that government agencies will seek to inform themselves in modern methods by the acquisition and study of appropriate reference literature. This has led to the growth of reference libraries in several Alberta government departments.

The current public concern with economy in government spending conflicts directly with multiple library purchase proposals. Therefore co-ordination between departments in their library operation might be profitably considered. With this in mind a committee, hereunder identified, has been formed to consider ways of planning an effective government library system that would at once satisfy the needs of departments for information, expedite acquisition of materials, co-ordinate indexing, cataloguing and accession methods and economize in expenditure.

The committee considers that a reasonable basis for these procedures exists in the already established Legislative Library, and the undersigned, acting on behalf of the Legislative Assembly, is pleased to place these services at the committee's disposal for whatever development it might recommend on behalf of all government library needs. Experiences and facilities exist in the Legislative Library that may materially assist other government agencies in library development and an organized liaison between departments and the Legislative Librarian can provide, among other advantages:

(a) a central departmental library index;
(b) a consolidated catalogue of all departmental and legislative library holdings;
(c) discount purchasing of publications and supplies;
(d) inter-library loans extending beyond local government services;
(e) library consulting services in the development and maintenance of departmental libraries;

Members of the library committee have consulted some departments of Government and have been encouraged to proceed along the lines indicated above. The attached questionnaire is therefore submitted with a view to obtaining more complete information for their effective planning. I would appreciate receiving the data requested therein for the consideration of the committee by not later than April 30th, 1968.

Your co-operation is most earnestly solicited and I express, in advance, my personal appreciation for your early consideration of the library committee's need. Members of the committee listed below would be pleased to reply to any inquiries concerning the enclosed questionnaire or to discuss their plans for library consolidation.

Committee: E. J. Holmgren - 3233; M. F. Joonson - 3086; S. W. Montgomery - 3067;
G. H. Wright - 3291; A. D. O'Brien - 3103

WHMacDonald.

CLERK OF THE LEGISLATIVE ASSEMBLY

attached

LIBRARY QUESTIONNAIRE - DEPARTMENTAL SUMMARY

Yes No

Does your department have

1. a centralized departmental library? ____ ____

    (a) If so, is it catalogued? ____ ____

    (b) Is a formally recognized classification system utilized? ____ ____

2. centralized libraries in branches?

    (a) Please give number _____

    (b) If so, does a union catalogue of all library holdings exist? ____ ____

    (c) Is a formally recognized classification system utilized? (e.g. Dewey decimal, Library of Congress, etc.) ____ ____

II Do you have a formalized system for arranging

1. intra-departmental loans? (within the department) ____ ____

2. inter-departmental loans? ____ ____

II Do you have any formalized machinery for reviewing acquisition requests from branches? ____ ____

IV Please estimate approximate number of volumes held by:

	Books	Periodicals
1. Centralized Departmental Library.	_____	_____
2. Centralized Branch Library(ies).	_____	_____
3. Individuals within department. (books purchased by government funds only)	_____	_____

V Please estimate cost of:

(1) library materials purchased in fiscal year, 1967-68.

Books _____ Periodicals _____ Other _____

(2) Costs associated with maintaining libraries $_______
(e.g. cataloguing, processing acquisition requests, etc.)

Name of official completing questionnaire ______________________

telephone no. ______________________

4/68

LIBRARY QUESTIONNAIRE - BRANCH

(to be completed by all branches holding library materials, whether centralized or held by individuals in the branch)

	Yes	No
1. Does your branch		
(a) have a single centralized library?	___	___
- Is it catalogued?	___	___
- If so, is a formally recognized classification system used? (e.g. Dewey decimal, U.S. Library of Congress, etc.)	___	___
(b) utilize a central departmental library?	___	___
(c) maintain library materials in individual offices?	___	___
If yes, does any centralized record/catalogue of holdings by individuals exist?	___	___

Please estimate holdings in:

	Books	Periodicals
(a) Branch Library.	___	___
(b) Individual holdings. (Purchased from Government Funds; Exclude privately purchased holdings)	___	___

3. Please estimate cost of library materials purchased in current year.

Books ___ Periodicals ___

4. Remarks and Comments:

____

____

____

____

____

4/69

SUMMIT
70-000
TUNG LOK